Todd Arkley, CPA

3427 16th Ave. S., Seattle, WA, 98144
(206) 617-0492 * todd@arkleyaccounting.com

Qualifications

Financial and business manager with a solid record of providing perceptive, critical, and reasonable analysis of both operational and long-term financial operations. Incredibly proficient at stepping up and establishing coherent, orderly systems during periods of organizational change. Proven experience as an honest, direct advisor. Adept at learning and mastering new software systems.

Software proficiencies include: ProLaw (law firm practice/financial management), MS Office, QuickBooks, Ceridian.

Experience

Owner, Arkley Accounting Group, Seattle, WA **January 2014 - present**

Providing tax work, financial management, and business analysis to the cannabis industry.

Firm Administrator, Lee Smart, P.S., Inc., Seattle, WA **July 2009 – July 2013**

Managed all business operations, with primary responsibility for financial operations, at a 75-employee (37 attorneys) law firm. Supervised HR Director, IT Manager, and two accounting staff.

Prepared and presented monthly financial statements and financial analyses for Board of Directors and Executive Committee.

Oversaw payoff of the firm's $1,000,000+ LOC. Shifted leadership's focus to the long-term strategic necessity of operating without debt. Reoriented the Board towards revenue growth via the routes of effective marketing, improved client relations, and the revenue drivers of billable rates and billable hours.

Disseminated deep analyses of the firm's flat fee clients, contingent clients, and bad debt clients in order to identify targeted areas in which to improve profitability.

Member of the Benefits Committee, responsible for constant review, analysis, and implementation of Lee Smart's self-insured health plan. Effective 1/1/14, developed major changes to the plan for better cost-control and PPACA compliance through 2018.

Worked with the Board of Trustees to maintain, develop, and improve the company's 401(k) and Profit Sharing plan.

Reduced of the cost of the Accounting Department each year from 2009 to 2013 through process improvements and efficient staffing.

Operational management of firm's renovation and 5,000+ sq. ft. expansion throughout 2011. Key features included: upgrade of IT server room and data cabling, installation of new central filing system, efficient space planning to allow for rapid expansion to 50 attorneys.

Assumed HR Director responsibilities from May – July 2013 during staffing transition. Managed hiring and orientation, exit interviews, vacation approvals, dispute resolution, and other general HR duties.

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Staff Accountant, Lee Smart, P.S., Inc., Seattle, WA **August 2006 – July 2009**

Full responsibility for all Accounts Payable, Payroll, Trust Accounting, Expense Reimbursements, and monthly/quarterly tax filings and payments for Washington and the City of Seattle.

Established a more coherent and efficient A/P system by creating twice-monthly check runs and maintaining regular and professional contact with firm vendors. Allowed for payment of vendor invoices 60 days after invoice date.

Managed the wind-down of a new shareholder's previous firm in order for him to join Lee Smart with a $1,000,000+ book of business. Solely managed and operated the previous firm's final billings and collections, vendor payments, payroll, and state/local tax filings.

Responsible for collections of $300,000+ of unpaid A/R during departure of a large shareholder group in 2007.

Oversaw and implemented major payroll software upgrade (DOS to online), allowing for faster retrieval of historical information and better reporting capabilities. Responsible for maintaining full payroll compliance with both IRS and state wage and hour regulations.

Reconciled and managed two bank accounts – Health (used to fund self-insured health plan) and Trust (WSBA required - settlements, deductibles, etc.).

Accounting Assistant, Oles Morrison Rinker & Baker, LLP, Seattle, WA **October 2003 – August 2006**

Managed all Accounts Payable and Billing operations for a 50-employee (25 attorneys) law firm with two offices, Seattle & Anchorage.

Researched and prepared cost reports and billing histories per attorney and business manager requests.

Improved cash flow by processing and mailing final billing statements prior to deadline for 29 consecutive months.

Created a more effective and accessible Third Party invoice tracking system.

Education

CPA License #29124, State of Washington **January 2011**

University of Washington Extension, Seattle, WA **2008 – 2009**

Certificate Program in Accounting (*Intensive Analysis of Accounting Principles and Practices*): 3.9 GPA

Seattle Community Colleges, Seattle, WA **2001 - 2010**

Regular accounting and financial coursework including: *Accounting Fundamentals, Managerial Accounting, Government and Not-For-Profit Accounting, Macroeconomics, Microeconomics, Business Statistics, Business Ethics*.

Pomona College, Claremont, CA **1991 – 1995**

BA in American Studies